

# REQUEST FOR WAIVER OF "B" COMMUNITY DESIGN REVIEW SPECIAL AREA REGULATION

Design Review Board

Date

The applicant named below has requested a waiver of Site Plan review, which is normally required for projects subject to Community Design Review. Before the Director can make a final decision on this applicant's request, the Department must consider the recommendation of the applicable design review board. **If the Design Review Board does not issue a recommendation within 45 days of the date above, the Director may act on the applicant's waiver request without board input.**

The Design Review Board shall consider the following circumstances when making a decision on the waiver request:

- a. If it is determined that the nature of a proposed project is such that subjecting it to the Site Plan review process would not materially contribute to the attainment of the community design objectives and guidelines as set forth in the applicable Design Guidelines Manual or that all of the purposes and requirements of the Site Plan have been fulfilled by an existing approved discretionary permit. In making a decision on such a waiver of a Site Plan due consideration shall be given to the recommendation of the applicable Community Design Review Board. Such recommendation shall be in writing, signed by the Chairperson or other member of the Review Board who has been authorized by the Review Board to sign waiver recommendations, and shall be accompanied by a copy of the project plans (plans shall be stamped and signed by the Chairperson or other member of the Review Board) upon which the recommendation was based. Waiver requests shall be transmitted by the Director to the Review Board using a form approved by the Director for that purpose. Notwithstanding the above, the Review Board may recommend waiver of entire classes of projects, in which case the Director may waive projects within these classes without obtaining recommendations from the Review Board on each individual case.
- b. If all of the purposes and requirements of the Site Plan will be fulfilled by a concurrent discretionary permit which will be reviewed by the applicable Community Design Review Board.

No building permit shall be issued for a project for which the Site Plan requirement has been waived except pursuant to plans bearing the Director's stamp granting such waiver. No deviation from aspects of such plans pertinent to the Design Guidelines, such as materials, colors, architectural details, landscaping, and site design, shall be permitted without prior recommendation of the appropriate Design Review Board and approval of the Director.

Please schedule this waiver request at your next available meeting and notify the applicant of the date, time and place of the meeting. Remind the applicant to bring both sets of the construction drawings submitted for a building permit; the plot plan page of those plans will bear red DPLU stamps. Request a third set if you wish to retain a copy for your own records. Also request that the applicant bring to the meeting any other materials (site photos, landscape palette, color board, etc.) that will enable the board to give full consideration to the applicant's waiver request.

**Waivers cannot be subjected to any conditions** (site layout, colors, landscaping, etc.). Waivers must either be recommended per the plans as submitted, or a discretionary Site Plan must be recommended if the board determines follow-up conditions must be satisfied.



Upon consideration by the board, **apply the appropriate stamp in red on the plot plan page of both sets of construction drawings to recommend either approval or denial of the WAIVER request**; do NOT use the stamp recommending approval or denial of a Site Plan, since the plans do not constitute a Site Plan application. Stamping the actual building plans will ensure a record of the board's action that cannot become separated or altered prior to the Director's final decision on granting the waiver request. **Only those stamped plans will be accepted; this form is for your contact information only.**

If you have any procedural questions, please contact Dag Bunnemeyer at (858) 694-2581 or [dag.bunnemeyer@sdcounty.ca.gov](mailto:dag.bunnemeyer@sdcounty.ca.gov).

APN: \_\_\_\_\_ Street Address: \_\_\_\_\_

Owner's name: \_\_\_\_\_ Email: \_\_\_\_\_

Agent's name (If applicable): \_\_\_\_\_

Agent's address: \_\_\_\_\_  
\_\_\_\_\_

☐ Owner daytime phone # \_\_\_\_\_

☐ Agent evening phone # \_\_\_\_\_

Brief description of the project: